



# Build your skilled workforce with our tailored apprentice and trainee solutions.

With over 30 years of experience, we connect businesses with reliable apprentices and trainees while simplifying employment and management processes.



 1300 621 499

 [communitysolutions.org.au/hiring-apprentices](https://communitysolutions.org.au/hiring-apprentices)

 [gtoenquiries@communitysolutions.org.au](mailto:gtoenquiries@communitysolutions.org.au)



# Why partner with Community Solutions GTO?

## Reliable Apprentices and Trainees Guaranteed:

We conduct background checks and comprehensive interviews, to ensure we provide reliable and committed apprentices and trainees to suite your business.

## Save Time and Resources:

From payroll to recruitment, we can manage administrative tasks, allowing you to focus on running your business.

## Ongoing Support for Success:

Our dedicated field officers provide tailored assistance throughout the apprenticeship or traineeship, ensuring positive outcomes for both you and your apprentice or trainee.

## Industry Coverage:

We support apprentices and trainees across a wide range of industries, such as building and construction, automotive, business administration, financial services, and health services.

## Who are we?

Community Solutions is a for-purpose human services organisation specialising in employing and placing apprentices and trainees in traditional trades and related industries. We partner with small, medium, and large businesses across Australia to provide committed apprentices and trainees.

As a registered Group Training Organisation (GTO), we simplify the process of hiring and managing apprentices. From navigating procedural and government requirements to onboarding, we'll guide you every step of the way.

At Community Solutions, we understand every business is unique. That's why we create tailored solutions to meet your specific needs and operations. Our comprehensive services including: recruitment, administrative support, and pastoral care, make managing Australian Apprentices simple and stress-free. If you're limited on time or resources, we're here to handle the complexities so you can focus on your business.



# How can we support you?

Our tailored apprentice and trainee solutions are designed to meet the unique needs of your business. Choose from two services to support you and your team on-site.

## Apprenticeship Employment

Let us handle the complexities of hiring and managing your apprentices and trainees! As a Group Training Organisation (GTO), we take on the role of the legal employer, placing apprentices and trainees within your business while you act as the Host Employer.

Through the group training model, candidates sign an Apprenticeship/Traineeship Training Contract with us before being placed in your business.

We take care of recruitment, administration, compliance, payroll, and more — simplifying the process for you.

To streamline recruitment, a dedicated Field Officer will work closely with you to understand your unique requirements. Our rigorous candidate selection process ensures the apprentices and trainees we place are well-matched to your business needs, bringing the right skills and attitude to thrive in their role.

After thorough pre-screening, we will provide you with shortlisted candidates, so you can conduct final interviews and choose the best fit for your team. From placement to completion, we are with you every step of the way, offering ongoing support to make the process smooth and stress-free.

Whether you are looking for a first-year apprentice or an experienced fourth year, we'll help you build a skilled workforce with eager-to-learn, work-ready candidates.

With our service fee 100% tax-deductible, this is a cost-effective workforce solution for your business.

## Apprenticeship Management

Already have apprentice or trainee on board or looking to recruit and need expert support?

If you prefer to directly employ your apprentices or trainees, our flexible, tailored services are designed to simplify the complexities and compliance requirements of Australian Apprenticeships.

As your external business partner, we provide specialist support to ensure your apprentices and trainees receive the training, development, and guidance they need to succeed. This allows you to focus on developing their skills while we manage the complexities of training contracts, compliance, and performance management.

Whether you need ongoing support or assistance with specific aspects, our services can be customised to meet the unique needs of your business.

Refer to our Services Matrix for a detailed comparison of our Apprenticeship Employment and Apprenticeship Management services.



# Services matrix

Included Services	Apprenticeship Employment	Apprenticeship Management
<b>Apprentice/Trainee recruitment</b>		
Support to select the right apprentice or trainee with all vacancies listed on the Community Solutions website and other social media channels	✓	✓
Manage response to vacancy advertising	✓	✓
Shortlist candidates in line with host employer job specifications and book interviews with host employer if required	✓	✓
Aptitude testing – numeracy & literacy (where applicable)	✓	✓
Pre-employment medical, drug & alcohol testing if required	✓	
Advise unsuccessful candidates in writing	✓	✓
Access to school networks and candidate database	✓	✓
Proactive recruitment campaigns	✓	✓
Promote host apprenticeship opportunities at career expos	✓	
<b>Sign-up and induction of apprentice/trainee</b>		
Coordinate the Australian Apprenticeship Support Network to attend the sign-up	✓	✓
Ensure the apprentice/trainee understands their responsibilities and obligations required under their training contract	✓	✓
Arrange for guardian/school/other representative to be available for the signing of the training contract	✓	
Ensure the training contract and related paperwork is signed and submitted.	✓	✓
All employment paperwork is completed such as tax deductions, bank account details for payment of wages and superannuation details	✓	
Coordinate site inductions and provide apprentice/trainee with first day preparation readiness	✓	✓
<b>Payroll - wages and entitlements</b>		
Payment of wages to apprentice/trainee	✓	
Annual leave/sick leave/ leave loading/ public holidays	✓	
Online timesheets	✓	
Superannuation	✓	
Wages paid while at training off site	✓	
Workcover premiums and incident management including rehab	✓	
Managing changes to industrial instruments	✓	
Tool allowance and other allowances where applicable	✓	
Provision of detailed invoice covering wages and entitlements paid plus applicable service fee	✓	

Included Services	Apprenticeship Employment	Apprenticeship Management
<b>Training</b>		
Manage apprentice/trainee progressions in the timeframe outlined in the Training Plan, including on and off the job training requirements	✓	✓
Monitor the Supervising Registered Training Organisation to ensure delivery of service is being provided to the standard required	✓	✓
Monitor the apprentice/trainee performance while at college and discuss issues or concerns with the training authorities and/or Host Employer	✓	✓
Assist with obtaining the required certifications/licenses, including First Aid and CPR, Working at Heights, Forklift Licence, Electrical Licence.	✓	✓
<b>Field services/pastoral care</b>		
First 100 days - Work Health & Safety checklist prior to commencement - Face-to-face visit on first day for site induction where requested - Face-to-face probation review	✓	✓
Formal contact/site visits every 4-6 weeks	✓	✓
Identify professional counselling/support, if required refer to Employee Assistance Program	✓	
Training Record Book reviews	✓	✓
Arranging of skill rotation (competencies) as required	✓	
Managing apprentice/trainee's progressions in the timeframe outlined in the Training Plan	✓	✓
Recognition and nomination for apprentice/trainee industry and training awards where applicable	✓	
Managing completions	✓	✓
Succession planning of new apprentice/trainee	✓	✓
Identify and recommend additional support/advice available to apprentice/trainee as required.	✓	✓

**Optional services available for Apprenticeship Management:**

- Pre-employment medical testing
- Psychological assessment
- Professional development

**Please note, it is the responsibility of the Host Employer to:**

- Provide a safe working environment
- Provide on-the-job training where applicable
- Provide supervision - the apprentice/trainee must be supervised at all times

# Ready to build your workforce with skilled apprentices and trainees?

Contact us to discuss how we can support your business.



## Contact us Today!



1300 621 499



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